



# TANF 704-1

## EMPLOYMENT and TRAINING

### Employability/Service Plan

<b>Supersedes:</b>	TANF 701-1 (07/01/08)
<b>References:</b>	ARM 37.78.206, .216, and .806; 45 CFR 261.30 - .36; DRA 2005
<b>Overview:</b>	<p>The Employability/Service Plan (E/SP) is a written plan, individualized to each client's needs based on the Family Bridge Model assessment, which outlines mutually agreed upon activities to help lead the client to self-sufficiency.</p> <p>A current signed E/SP is a condition of eligibility for all 'work-eligible' clients included in the TANF Cash Assistance filing unit and all clients receiving TANF non-cash services and supports.</p>
<b>EMPLOYABILITY/ SERVICE PLAN</b>	<p>Employability/Service Plans may be negotiated for the current month and two future months. The E/SP must be negotiated and signed by the 15<sup>th</sup> of the month for the following month.</p> <ul style="list-style-type: none"><li>• Failure to have a current E/SP by the 15<sup>th</sup> will result in case closure effective the end of the current month.</li></ul> <p>If the E/SP is negotiated/signed by the last day of the month, the case may be reopened and benefits issued.</p>
<b>CLIENTS REQUIRED TO NEGOTIATE AN E/SP</b>	<p>The following TANF cash clients must negotiate, sign and comply with an E/SP:</p> <ol style="list-style-type: none"><li>1. Parents (natural, adoptive or step):<ol style="list-style-type: none"><li>a. Of minor children in the household;</li><li>b. Disqualified due to any reason;</li><li>c. Teen parents:<ol style="list-style-type: none"><li>i. Living independently or</li><li>ii. Not living independently and not attending school.</li></ol></li><li>d. Minor parents.</li></ol></li><li>2. Adult caretaker relatives (other than parent) who request to be included in the assistance unit;</li><li>3. Minor children age 16-17 not attending school fulltime; and</li><li>4. Individuals receiving TANF non-cash services.</li></ol>
<b>CLIENTS NOT REQUIRED TO NEGOTIATE AN E/SP</b>	<p>The following individuals are not required to negotiate and comply with an Employability/Service Plan:</p> <ol style="list-style-type: none"><li>1. Disqualified stepparents;</li><li>2. Disqualified adult caretaker relatives;</li><li>3. Individuals not TANF eligible due to alien and/or citizenship criteria;</li><li>4. Teen parents attending school fulltime and not living independently;</li><li>5. Minor child/teen attending school fulltime;</li><li>6. Deemed individuals; and</li><li>7. Individuals not included in the assistance unit.</li></ol>
<b>EMPLOYABILITY/ SERVICE PLAN REVIEWS</b>	The E/SP must be reviewed at least monthly (more frequently if necessary) to provide updates in short-term progress and planning, and when changes occur.
<b>EFFECTIVE DATE:</b>	January 1, 2017